

Partnership Extension Discussion

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of our current partnership agreement on [End Date], I would like to initiate discussions regarding the extension of our collaboration.

Over the past [duration of partnership], we have achieved significant milestones together, including [mention key accomplishments]. I believe that continuing our partnership will yield further benefits for both parties.

To that end, I would like to propose a meeting to discuss the terms and potential opportunities for extending our partnership. Please let me know your availability for the upcoming weeks, and we can coordinate a suitable time.

Thank you for considering this proposal. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]